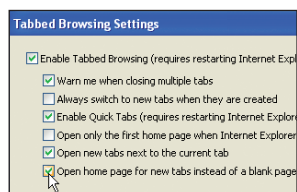


HOW TO... Manage IE 7 tabs

Following in the footsteps of Firefox, Internet Explorer 7 also allows tabbed browsing. This means you can have a number of websites open, each on their own tab, within a single window.

To customise how these tabs work, go to the Tools menu and click on Internet Options. On the General tab, click on the Settings button under Tabs. In the dialog box that opens you'll find all the settings available for tabbed browsing. By default, new tabs will open with a blank page.

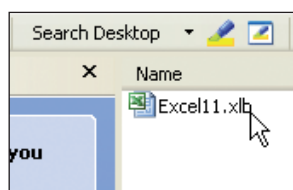
Perhaps you'd like new tabs to open with the current home page displayed, as the browser does when it first starts. To enable this, tick the box next to Open home page for new tabs instead of a blank page.



HOW TO... Back up Excel toolbars

If you've used Excel for any length of time, you've probably customised the toolbar to reflect the way you like to work. Excel keeps these change in a file, called Excel11.xlb, if you're using Excel 2003. Whichever version of Excel you're using, the file will end in .xlb. Use the Search tool on the Start menu to look for this file. If you've only got one user profile and one office application on your computer, there will only be one .xlb file. Save a copy.

Now if you need to reinstall Excel, your hard disk crashes or you would like to transfer your customisations to another computer (provided it has the same version of Excel), copy this backup over the existing .xlb file.



HOW TO... Manage IE add-ons

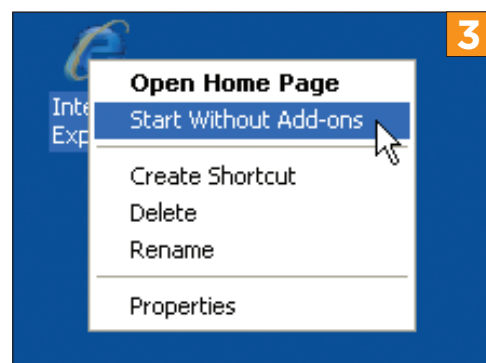
Browser plug-ins are enormously useful, but keeping and managing them can be confusing. Lynley Oram explains how to keep them in check

Add-ons can extend the functionality of your browser. They don't come as part of the browser program, partly because not everyone needs the same functions. Add-ons let you pick and choose the extra features you'd like for your browser. What's more, the developers of a browser can't anticipate all future developments on the internet, and add-ons are a handy way of filling in any gaps.

However, these programs can prove extremely handy, and you'll quickly accumulate a long list of them. Keep them under control with our guide.

1 You'll get some add-ons, such as Flash Player, as you surf the web. Others, though, take a bit more effort to hunt down. The best place to look for Internet Explorer (IE) add-ons is on Microsoft's own site, www.ieaddons.com. To get to this site, start IE, click on the Tools menu, select Manage Add-ons, then Find more add-ons. If you don't have a specific type of add-on in mind, click on the More link in the Recommended Add-ons box and scroll down until you find one you like.

2 We're installing IE Spell, a spellchecker for text-input boxes. Click on the Download link for your program, then on Download again. Save the file to a handy location on your hard disk. When it has finished downloading, double-click on the program's setup file icon and follow the onscreen instructions.



3 Add-ons work within your browser, but they're still programs and, like any program, problems can arise. Before installing any program, including an add-on, set a restore point by going to Start, Programs, Accessories, System Tools, System Restore. If problems occur in your browser after installing the add-on, start your browser without it. A quick way to do this is to right-click on the IE short-cut icon and select Start Without Add-ons. If the browser is now trouble-free, uninstall the add-on.

4 You can also manage add-ons individually. If you just want to turn off a single add-on, go to the Tools menu, select Manage Add-ons, Enable or Disable add-ons. In the dialog box that appears, you'll see a list of all the add-ons loaded by your browser. To see which other add-ons are installed (IE runs add-ons as needed), click on the menu next to Show and select Add-ons that have been used by Internet Explorer. Click on an add-on to enable or disable it. If you decide you want to enable the add-on at a later date, select this option again in the Show menu.

The Manage Add-ons dialog box is also the place to go if you want to manage ActiveX controls. To remove one, select the control and then click Delete. If you want to see all the ActiveX controls installed in your browser, go to the Show menu and select Downloaded ActiveX controls.

